

2001 MAY 23 P 12:56

# Crowley

FOR CONGRESS

May 22, 2001

Michael H. Young  
Senior Reports Analyst  
Federal Election Commission  
999 E. Street, NW  
Washington, DC 20463

**RE: July Quarterly Report (4/1/00-6/30/00) ID #C00338954**

Dear Mr. Young,

In response to your correspondence dated April 10, 2001, be advised of the procedures for processing and requesting information associated with contributors.

First, all invitations or solicitations contain a clear and conspicuous request for contributor information as required by federal law. Depending on the event, either a response card or a cut off is provided asking for the name, address, occupation and employer of the contributor. Additionally, at all events a volunteer who collects contributions has what we call "compliance sheets" which are to be filled out by those contributors who did not fill out the response card or those who are paying at the door (see enclosed). Second, once all the contributions are entered into our database it is determined whether or not the information is complete. If it is, our database program is set up to generate a thank you letter. If the information is not complete, the program will generate a "request for information letter" (see

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Contributions are not tax deductible on Federal Tax returns. Federal law requires political committees to report the name, mailing address, occupation and name of employer for each individual whose contributions aggregate in excess of \$200 in a calendar year.

Paid for by Crowley for Congress